

Signature Sheet for Bulk PORTS

Please check the appropriate box(es) that pertain to you, then check the document(s) to which you require access.

☐ DESC Regional Activity

☐ Contractor

☐ DFSP

☐ DESC HQ Personnel (Read Only)

☐ QAR

☐ QSR

☐ Order SF 1155

☐ Receive DD 250 and/or DD 250-1

My signature in the box below indicates that I am authorized, pursuant to FAR 16.505(a) or 46.601 to sign SF 1155, 'Order for Supplies or Services' or DD Form 250, 'Tanker/Barge Material Inspection & Receiving Report.' I understand that the signature will be electronically generated and inserted in Block 24 of the SF 1449 or Block 29 or 30 of the DD Form 250 respectively, when submitted by computer/internet utilizing my DESC-assigned Personal Identification Number (PIN).

**** **Note:** Please provide written signature in **black ink** within the box below. ***Please be sure to keep your signature small without crossing the lines of the box.***

State/Region: _____ Signature: _____

Contract Number(s)
and Line Item(s):

Contract(s)

Line Item(s)

Typed Name: _____

Location / DoDAAC: _____

Email: _____

Phone Number: _____

Please fax the completed signature sheet to Sarah Plossl at
(703) 767-8506 or DSN 427-8506.

DESC Office Use Only

User ID: _____

Signature File Name: _____

Password: _____

Date Signature Entered: _____

PIN: _____

Date Notification Sent: _____